

Class Specifications
for the Class:

VENDING FACILITIES SPECIALIST

Distinguishing Characteristics:

This class is distinguished on the basis of its responsibility for evaluating, training and placing blind and visually impaired clients interested in operating vending facilities, e.g., newsstands, snack bars, cafeterias or other suitable business enterprises; planning and coordinating educational programs and post-placement training programs for clients on business methods and problems; overseeing day-to-day activities and operations of clients and advising and guiding them on a wide variety of business practices, regulations and related requirements regarding the operation of facilities; assessing potential sites and establishing new vending operations; and arranging for the purchase and installation of equipment.

The positions in this class work independently under the general supervision of the head of the Employment Section (Services for the Blind), who provides guidance when problems regarding policies arise.

Examples of Duties:

Assesses abilities and needs of blind and visually impaired clients interested in becoming vending facilities operators based on information gathered from interviews, observations and tests; plans, develops and maintains a comprehensive, systematic training program for the training of clients in the complete operation of these small business enterprises; instructs, guides, counsels and trains clients in the use of remaining sensory systems and adapted tools/equipment to develop management and other skills necessary to operate a small business enterprise; conducts formal training classes and simulated and actual situational training in handling currency, mental computation, recordkeeping, cash reconciliation, preparation of financial reports, purchasing and inventory controls customer relations, merchandising and display, safety, housekeeping practices, food sanitation requirements, licensing requirements, tax regulations, rules and regulations governing the program, and the terms of the operating agreement which are binding upon operators and the licensing agency; develops comprehensive on-the-job training programs to provide trainees with actual work experience to reinforce what was taught in the classroom; oversees the day-to-day operations of vending facilities on a systematic basis to insure that quality services to meet public demands are provided and to insure compliance with operational rules and standards and applicable licensing, tax, labor, and food sanitation regulations; conducts

surveys of suppliers to insure that merchandise bought by operators for resale are of appropriate price and quality; reviews financial reports of vending facility operations and take corrective actions if necessary; oversees operators' taking of inventory, as necessary; reconciles accounts when operators terminate or transfer to another vending facility; maintains an inventory of state-owned equipment, periodically inspects equipment, and develops plans for and obtains their systematic refurbishment; conducts studies at prospective vending facility sites and make recommendations on the potential of the locations; assists the supervisor in negotiating and drafting agreements with building authorities for the establishment of various types of vending facilities; arranges with property managers for the construction or renovation of space for the establishment of vending facilities; solicits bids from vending machine service companies for the placement of machines at vending sites; drafts contracts listing cost of initial inventory of goods and equipment and insures that operators understand the terms and conditions of the operating agreement; provides pertinent information at staff conferences on clients' performance, behavior and attitude; provides orientation and in-service training to other professionals and community groups who work with the blind regarding the program, develops and maintains certification tests to certify and license clients for vending stand operation; evaluates the performance of vendors to be used as one of the criteria in transferring vendors to more lucrative stands as they become available.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of business management; basic bookkeeping principles and practices; legal requirements pertinent to the conduct of a small business, e.g., tax requirements, health regulations, and other aspects of establishing and operating a small business; principles and practices of supervision; basic principles of human behavior and motivation; principles and practices of training and education.

Ability to: Evaluate potential of clients for business management position; administer and interpret simple aptitude tests; communicate effectively orally and in writing; establish and maintain effective working relationships with clients, co-workers, the business community and the general public; plan, organize and conduct appropriate educational and training activities in business methods and techniques; establish, develop and maintain a performance evaluation system for clients; and maintain financial records and prepare financial statements.

PART I
VENDING FACILITIES SPECIALIST

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This is an amendment to the specification for the class VENDING FACILITIES SPECIALIST, which was approved on April 2, 1984.

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for MARIE C. LADERA
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